



# Post Adjutant of the Year

## 2016 Application

**The American Legion  
Department of Pennsylvania**

**Applicant:** \_\_\_\_\_

**Post:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Jacket Size (S, M, L, XL, 2X, 3X):** \_\_\_\_\_

**Continuous Years as Adjutant:** \_\_\_\_\_

**Section I: Applicants Post must have completed the following during his/her term in office:**

*All requirements listed in Section I are **MANDATORY***

Reached 100%+1 members as of June 10, 2016 : \_\_\_\_\_

Observed two patriotic holidays (list): \_\_\_\_\_

Submitted Consolidated Post Report form for 2016 : \_\_\_\_\_

Submitted Post Officers Report form by end of July for 2016 : \_\_\_\_\_

Participated in three Americanism programs (list): \_\_\_\_\_

Sent in membership cards every week or no less than once per month: \_\_\_\_\_

Attended and recorded the minutes at ALL Post meetings: \_\_\_\_\_

***IMPORTANT: Section I Totals 70 Pts.***

**Section II: Applicant should have completed the following during his/her term in office:**

*All activities listed in Section II are **OPTIONAL** for additional points*

Attended County/Bi County Meetings (1 point per meeting): \_\_\_\_\_

Attended District Meetings (2 points per meeting): \_\_\_\_\_

Attended DEC Meetings (4 points per meeting): \_\_\_\_\_

Attended Membership Workshop (3 points per meeting): \_\_\_\_\_

Attended Americanism Conferences (3 points per conference): \_\_\_\_\_

Attended Quota Post (5 points): \_\_\_\_\_

Organized to Attain Quota: \_\_\_\_\_

    Phone Contact (2 points): \_\_\_\_\_

    Written Notices (2 points): \_\_\_\_\_

    New Membership (4 points per each he/she signed): \_\_\_\_\_

    Used 945 List (4 points each received): \_\_\_\_\_

Attended Legion College (3 points): \_\_\_\_\_

Attended VA Hospital/Home Visits (1 point per visit): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Section III: The following three committee members have reviewed the above named individual:**

*and certified this information to be true and correct*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

***DISTRICT COMMANDER***

## **2016 POST ADJUTANT OF THE YEAR AWARD**

1. District Commander shall appoint a committee of three past or present District officers, preferably Past District Adjutants, to serve on a selection committee. The District Commander is to serve as an ex-officio member.
2. Post must have completed the following requirements to make the Adjutant eligible:
  - Must have attained 100% + 1 membership as of June 10, 2016
  - Must have observed (2) patriotic holidays, such as Memorial Day, Flag Day, Legion Birthday or Veteran's Day
  - Must have submitted a Consolidated Post Report form for 2016
  - Must have sponsored or participated in three Americanism programs
  - Must have held a Post Officer's installation
3. Adjutant and/or Post must have completed the items in Section II of the instructions to earn extra points.
4. If awarded Post Adjutant of the Year, the individual is not eligible for participation in the following year.
5. COMPLETED APPLICATIONS MUST BE SUBMITTED TO DISTRICT COMMANDER NO LATER THAN JUNE 1, 2016. ALONG WITH A WRITTEN RESUME LISTING CHRONOLOGICALLY THE ACHIEVEMENTS OF THE APPLICANT.
6. The application of the District's nominee must be signed by all three committee members and the District Commander, as well as three committee members of the selection committee.
7. After the application is received at Department Headquarters, it can only be contested with the written consent of the District Commander and three committee members of the selection committee.
8. In the event a District does not have a qualified applicant, it is the responsibility of the District Commander to notify Department Headquarters NO LATER THAN JUNE 15<sup>TH</sup> that there will be no application submitted from that respective District.
9. The nominee will be recognized for his/her achievements at the State Convention in July 2016.

***Note: District Adjutants are not eligible for this award.***